

MONROE COUNTY

JOB DESCRIPTION

Position Title: PLANNING COMMISSION COORDINATOR		Date: 3/1/99
Position Level: 8	FLSA Status: Non-Exempt	Class Code: 8-38

GENERAL DESCRIPTION

The primary function of this position is to serve in a supervisory capacity coordinating all activities of the Planning Commission, Development Review Committee and the Hearing Officer.

KEY RESPONSIBILITIES

1. * Act as recording secretary to the Planning Commission; act as Official Secretary to the Hearing Officer; on occasion in the absence of the Staff Assistant, act as secretary to the Development Review Committee.
 2. *Coordinate all Planning Commission hearings and Development Review Committee hearings with the Development Review Coordinator & ensure that agendas and packages of each official file is mailed to all parties involved.
 3. Compose meeting minutes and have them approved and distributed.
 4. Create the annual calendar of Planning Commission and Development Review Committee Meetings coordinating it with the calendars of the BOCC, Code Enforcement, and Channel 16. Schedule the meetings at three separate locations.
 5. *Compose legal ads for each agenda item for the Planning Commission and the Development Review Committee. Coordinate with the local newspapers for the placement of the ads. Compose the notice to surrounding property owners.
 6. Assign & supervise administrative and technical tasks to the Clerical Support.
 7. *Notice all applicants, agents, attorneys, property owners & surrounding property owners of agenda items scheduled for the Planning Commission Hearing.
 8. Create the official file for the Hearing Officer, the Record of Index and notify all parties involved of such record & forward official file to Hearing Officer & copies to all parties involved.
 9. Assign & track all resolution numbers & development orders to Planners & monitor their process..
 10. Account for appeal deadlines for both conditional & nonconditional resolutions. Monitor the process of having them recorded and notify the appropriate parties.
 11. Explain rules, regulations, & policies to the public & other County agencies, (as well as serving the Plannin Commission, staff, attorneys, & public on a daily basis.) Record copies of audio tapes for Commissioners & public.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: COORD, PLANNING COMMISSION	Class Code: 8-38	Position Level: 8
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required in Management or related field.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>Other:</i>	Requires Notary Public.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

Position Title: COORD, PLANNING COMMISSION	Class Code: 1130	Position Level: 8
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On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____